Installment Plan

The installment payment plan is designed to allow students with at least $1,000.00 balances in good financial standing, to pay tuition and fees over a specified period of time. No other fees are allowed under the Installment Payment Plan. The participant must be prepared to make a minimum down payment of 50% of the balance plus a $20.00 set up fee. The remaining balance must be paid in two equal payments with required due dates.

1. Go to: **Students | UTHSC.**
2. Click **Banner Student Self-Service.**
3. Enter Your **Net ID and Password.**
4. The **Student Profile** page will appear**.**
5. Select **Term.**
6. From the **waffle menu** (four squares) in the upper left corner, select **Banner, Student Accounts, View/Pay Tuition and Fees.**
7. Select **Pay Now.** You will be redirected to **Touchnet.**
8. Click on **Enroll in a Payment Plan** and follow the instructions.

All Installment Payment Plan balances from previous registration periods must be paid in full according to the agreement prior to establishing a new payment plan. Participants of this plan must apply all financial aid received, toward payment of tuition, room and other university charges before being allowed to participate in the Installment Payment Plan. If you separate from the University prior to completing your original agreement, the agreement becomes null and void and the balance will be due immediately.

Payments can be made from the billing site with a web check, Discover, MasterCard, Visa or American Express. Please Note: If you pay by credit card a 2.95% convenience fee will be added to your payment.